

GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY
HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-08-P098	POSITION: Supervisory Family Team Meetings Facilitator, MS-301-13
OPENING DATE: 9/16/08	CLOSING DATE: 9/22/08
IF "OPEN UNTIL FILLED"	SALARY RANGE: \$76, 996-\$107,794
FIRST SCREENING DATE: _____	TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M. Monday – Friday
WORK SITE: WASHINGTON, D.C.	
PROMOTION POTENTIAL: NONE	AREA OF CONSIDERATION: UNLIMITED
	NO. OF VACANCIES: THREE (3)

AGENCY: Child and Family Services Agency (CFSA), Office of the Deputy Director for Clinical Practice, Facilitated Family Team Meeting Division
DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY PREFERENCE AMENDMENT ACT: An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES:

The Supervisory Family Team Meetings Facilitator (Supervisory FTM Facilitator) provides leadership in program monitoring to insure the integrity of the FTM program values and processes, in accordance with the Division and Agency goal of incorporating meaningful family participation in all planning and decision-making. Monitors the overall performance of the Unit. Identifies outstanding problems, barriers, and other issues that impede service delivery. Monitors day-to-day FTM operations to ensure that FTM staff report all suspected child abuse and neglect, address child permanency during pre-meeting and meeting activities, and that staff have family representation, either immediate, extended or both. Keeps the FTM Program Manager apprised of issues requiring intervention. Performs the full range of supervisory responsibilities for FTM facilitators, coordinators and support staff, to include evaluation of employee performance, making recommendation to the Program Manager regarding the selection of new employees and disciplinary action. Administers leave and attendance, investigates complaints, provides for training and guidance to staff and conducts supervisory conferences to develop specialized resources for children and families. Assigns, directs, and reviews the quantity and quality of work/practices of subordinate employees. Addresses and resolves concerns involving the court, social workers, supervisors and/or other constituents, to include the legal community and social services community. Works in partnership with the Healthy Families Striving Community Collaboratives, other consortium child welfare agencies and interdisciplinary initiatives/workgroups to resolve day-to-day operation matters and strategic planning activities. Arranges and provides training opportunities for internal and external constituents when requested. Ensures the development of a tracking and monitoring system for all FTM related court orders. Monitors FTM staff data entry and other data tracking systems to ensure accuracy and timeliness. Provides evening and weekend on-call support to FTM staff when necessary; and back-up arrangements and/or coverage of FTM pre-meeting and meeting activities. Ensures the coordination of FTM orientation and training for new hires.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTORS:

LICSW preferred; Minimum of 1 year specialized experience in the Family Group Decision-Making model or another family involved best practice model; Experience in coordinating and/or facilitating family involved meetings preferred.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Demonstrated leadership and/or supervisory skills in managing and directing the day-to-day activities of professional and support staff.
2. General knowledge of the practice principles and core values associated with family involved models of practice in child welfare, such as Family Group Decision-Making.
3. Basic knowledge of local and federal laws pertaining to child welfare practice.
4. Demonstrated skills in writing and developing plans, policies and evaluation reports.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

MAIL TO:	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	WALK-INS:	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
TO APPLY:			
FAX TO:	(202) 727-5750	WEB SITE:	www.cfsa.dc.gov
EMAIL TO:	cfsa.jobs@dc.gov	TELEPHONE:	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE HUMAN RESOURCES ADMINISTRATION
